

Asset Managed Sites in TeamSite

Editing Asset Managed Pages into TeamSite:

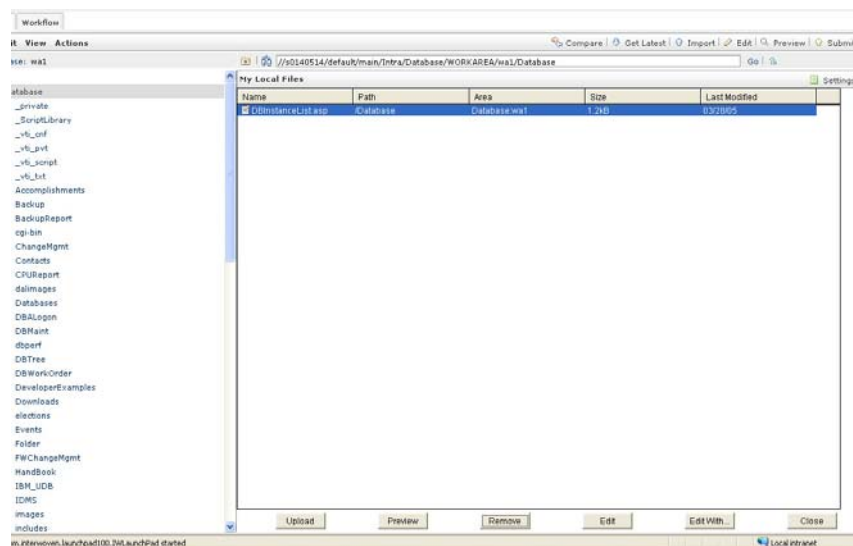
To edit an asset managed page in TeamSite all you need to do it click to “edit” button that is located next to the file.



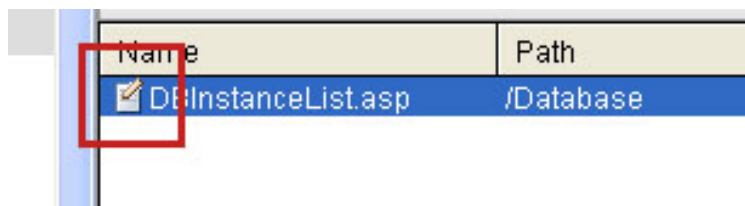
dbperf	ASSIA	3/23/05 6:30:33 PM	Properties
DBInstanceList.asp	ASSIA	6/13/03 11:12:51 AM	Edit Properties
welcome.html	ASSIA	6/13/03 11:12:51 AM	Edit Properties
testframe.html	ASSIA	6/13/03 11:12:51 AM	Edit Properties
DBServerList.asp	ASSIA	6/13/03 11:12:51 AM	Edit Properties
Glow.jpg	ASSIA	6/13/03 11:12:51 AM	Edit Properties
default_phonebook.html	ASSIA	6/13/03 11:12:51 AM	Edit Properties
Defaultx.asp	ASSIA	6/13/03 11:12:51 AM	Edit Properties

Once you click edit, TeamSite will download a local copy of the file and load whatever program is associated with that particular file’s extension. For example, FrontPage for .htm or Word for .doc. If no program is associated with that file extension TeamSite will ask you to pick what file you wish to associate with that extension.

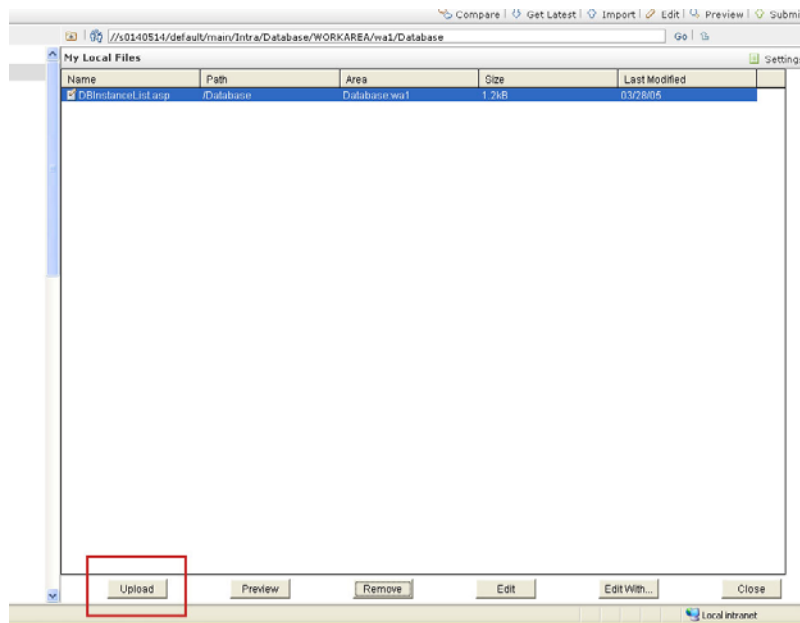
TeamSite will also display a list of the local TeamSite files that you currently have on your computer.



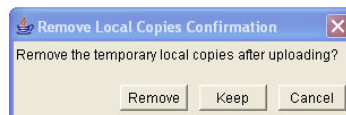
Any edited files will have a pencil icon on the file.



Once you have finished editing the file and wish to “Upload” it back into TeamSite you can highlight the file on the list of local files TeamSite has on your computer and click the “Upload” button.



TeamSite will then give you the option to either remove or keep a copy of the file on your hard drive, or cancel the upload. Here you will select which ever you wish to do; I always keep where others always remove. It's really up to you.



If you need to view the list of TeamSite local files on your computer and it isn't already displayed for you, you need to click View and My Local Files from the TeamSite menu

